

Marketing and Development Manager

The Studio Acting Conservatory seeks a Marketing and Development Manager to assume responsibility for **the management and execution of marketing campaigns and fundraising activities**. Studio Acting Conservatory is the premier training institution for actors and directors in Washington, DC, and is celebrating its 50th anniversary. This management position plays a key role in connecting the organization with its community by promoting programs, engaging audiences, and supporting donor relationships. The Manager will contribute to the creation of compelling content and basic graphic design for digital and print communications, assist with fundraising campaigns and donor stewardship, and provide project support to ensure that student registration, marketing and development efforts run smoothly and effectively.

KEY RESPONSIBILITIES

- Design marketing materials including digital graphics, flyers, program collateral, and email campaigns.
- Create and execute compelling content for social media platforms and marketing channels that reflects the organization's branding and visual identity
- With Executive Director, develop marketing strategy for recruitment of students for adult and youth classes and workshops, including ad placement, social media and newsletters. Track and manage results.
- With Executive Director, develop an effective fundraising strategy to identify potential donors and sources of funding, initiate communication to build relationships, and track and acknowledge donations.
- Provide marketing management support to fundraising campaigns, annual giving programs, donor communications, logistical support for events.
- Partner with staff team to provide hands-on support for daily operations to include general administration, building and communications systems, workflow processes, and grant application submissions
- Work with the Education Manager to support registration for adult and youth Conservatory programs.

QUALIFICATIONS

- Bachelor's degree in a business-related field
- Minimum three years of experience in a marketing, sales or business support role
- A background and interest in theatre, arts administration, arts education
- Basic graphic design skills using Adobe Creative Cloud for digital and print advertising
- Skilled using Microsoft Office Suite, Google Suite, Quickbooks, MailChimp, WordPress; experience with CRM software and other applications a plus
- Strong communication skills – verbal, listening, writing with proven attention to detail
- Excellent customer service and interpersonal skills to build effective working relationships with a variety of constituents
- Demonstrated organization skills; able to take initiative, prioritize tasks and follow through
- Professional presence, energy and commitment to the mission to contribute as a dependable team member



Position is full-time, primarily onsite in Northwest DC, annual salary range starts at \$55,000, and benefits include paid holidays, vacation and sick leave, health insurance, and professional growth.

Studio Acting Conservatory is an Equal Employment Opportunity employer, dedicated to providing equal opportunities to all individuals under applicable laws and regulations.

To apply, please send a cover letter and resume by Friday, October 24, 2025 to: apply@studioactingconservatory.org. We will review applications on a rolling basis until the position is filled.